

**NOTICE OF VACANCY**  
**October 27, 2022**

**POSITION:** Director of Administration and Finance

**DEPARTMENT:** Public Works

**SALARY RANGE:** (\$1) \$98,467.00 - \$110,437.00

**HOURS:** Monday – Friday 8:00 am to 4:30 pm

**Position Purpose:**

This position performs a range of fiscal functions associated with the overall financial performance of the Department including water and wastewater utility billings, budget development and performance monitoring as well as measuring financial controls within the Department. This role also maintains oversight and coordination of human resources and administrative functions for the department. Employee is required to perform all similar or related duties.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Monitors all financial aspects of Departmental operations including participating in the planning and development of operating and capital budgets, analyzing spending trends on key operational accounts, predicting anticipated expenditures, identifying potential budget variances and developing contingency plans as needed.
- Directs all activities associated with the human resource management of the 160+ members of the Department of Public Works including: recruitment, screening and hiring of new staff, serves as liaison between HR and DPW departments for workman's compensation, FMLA and other specific personnel issues, serve as the DPW contact for random drug & alcohol testing, manages the summer hiring program, manages the employee performance evaluation process, maintains job descriptions for department positions, participates in collective bargaining process and serve as the Public Works coordinator for training.
- Oversees the management and administration of water and wastewater billing for residential and commercial accounts; including accurate and timely distribution of invoices, periodic audit of accounts, and implementation of technical tools to aid residents with their water usage (e.g. leak detection).
- Maintains oversight of the weekly payroll, accounts payable and cash receipt functions, recommending changes and enhancements to increase efficiency.
- Provides customer service to the public in response to various questions and/or concerns regarding utility billing.

- Proposes policy recommendations in support of enhanced recruitment/retention of staff.
- Develops financial presentations and attends committee meetings as needed.
- Analyzes water and wastewater revenue, collaborates with the Chief Financial Officer and others regarding revenue policy and enterprise financial forecasts.
- Produces required financial documentation to comply with terms of Inter-municipal Agreements.
- Supervises the timely and accurate processing of property damage, motor vehicle accident and personal injury claims related to Public Works. Provides assistance to the Insurance Carrier in liability determinations. Analyzes and reviews department spending requests to ensure conformance with the department's and City's fiscal policies.
- Manages the Department's financing process for grants, state aid and other reimbursement instruments.
- Oversees operational audits of various Public Works functions and when appropriate modifies procedures to enhance efficiency and effectiveness of Department operations. Oversees the Department's record retention program in accordance with State requirements.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's Degree in Public or Business Administration or a related field; minimum of five (5) year's financial experience with budget development and a solid understanding of municipal finance, or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Knowledge of the principles and practices of municipal finance as well as the relationship between funding sources, fiscal policies and short and long-term financing instruments. Working knowledge of utility billing operations, policies, and procedures as well as financial budget management and office functions. Knowledge of technology including the application of office software (word processing, database management, database management, crystal reporting, and spreadsheet applications) as well as the use of the internet in support of Department operations. Thorough understanding of the State's procurement law.

**Ability:** Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to maintain effective working relationships with city officials, departments, boards/committees, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Perform multiple tasks, attention to detail and perform work with accuracy, work independently and be self-motivated. Ability to deal effectively with disgruntled members of the public. Ability to conduct independent research and to analyze information in support of short and long-term financial planning for the Department.

**Skill:** Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent analytical, spreadsheet and database skills. Excellent organizational, planning, and analytical skills. Effective customer service skills; proficient written and oral communication skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel.

*Supervision Received:* Work is performed under the general direction of the Director of Public Works. Works closely and collaboratively with the City's Finance Department, including the CFO and Assistant CFO.

*Supervision Given:* Supervises full time employees.

**Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Makes frequent contact with City departments, and vendors. Methods of communication are in person, by telephone, email, and via standard reports.
- Has access to a wide variety of department-related confidential records and information.
- Errors could result in significant delay and loss of department services, and have financial and/or legal repercussions.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

**Please visit our website:**

**[www.framinghamma.gov/jobs](http://www.framinghamma.gov/jobs)**

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**